



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 1<sup>st</sup> JUNE 2021**  
**AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr G. Fage (Vice Chairman)  
Cllr I. Bond  
Cllr K. Brown  
Cllr F. Foster  
Cllr M. Foster  
Cllr M. Knight  
Cllr M. North  
Cllr R. Pullinger  
Cllr D. Strachan  
Cllr C. Thomas  
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council  
Ms. H Calvert - Deputy Administration & HR Manager

Members of Public – 4

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Deputy Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Deputy Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Deputy Mayor asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Cllr Russell, Cllr L Fage, Cllr Ramsay, Cllr Albone.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item**

Cllr Bond – Item 9b.

**b. Non-Pecuniary interests in any agenda item**

Cllr M Foster – Item 9i.

**3. TOWN MAYOR'S / DEPUTY TOWN MAYOR'S ANNOUNCEMENTS**

None.

#### 4. **PUBLIC OPEN SESSION**

The Deputy Mayor advised members of the public wishing to speak to use the electronic “raise hand” function on screen.

- a. None.

#### 5. **INVITED SPEAKER**

- a. Mario Santos-Costa presented on “Tennis Opened Up” as a potential sports club in Biggleswade.

The aspiration is to build a community Tennis Club in Biggleswade. He and his colleague have many plans, ideas, and people that are prepared to join the team and aspire to coaching children to adults. They also aspire to integrate tennis into all the local schools with the opportunity for pupils to continue at their local club and hopefully be able to excel from this.

They have approached the Council to investigate using the Tennis Courts at Drove Road Recreation Ground next to the Biggleswade Bowls Club on Potton Road.

It was **AGREED** that Mr Santos Costa and his associate would meet with the Town Clerk & Chief Executive to discuss their presentation in greater detail.

#### 6. **MEMBERS’ QUESTIONS**

None.

#### 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the Minutes of the Council Meeting held on **Tuesday 6th April 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- Cllr Albone’s name should be included.
- Cllr F Foster – Item 9e – Tree Inventory – “there was a duplication of these minutes...” should be changed to “there is a duplication of this minute...”.

Subject to these amendments being made, these Minutes are **APPROVED**.

- b. For Members to receive the minutes of the Council Meeting held on **Tuesday 27th April 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- Cllr Albone’s name should be included.

Subject to this amendment being made, these Minutes are **APPROVED**.

- c. For Members to receive the minutes of the Annual Statutory Meeting held on **Tuesday 4th May 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The Minute of this meeting was **APPROVED**

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 6th April 2021:**

**Item 11f – Remote Meetings and Call for Evidence** - Cllr Pullinger noted the resolution to defer writing to the Minister of Local Government to a later meeting and asked if it would be on the agenda for the next meeting. The Town Clerk & Chief Executive confirmed it would be.

- b. Minutes of the Council Meeting held on **Tuesday 27th April 2021:**

**Item 5b – Town Centre pigeon control:** Cllr Albone asked about pigeons in the Town Centre. Cllr G Fage asked for an update on this. The Town Clerk & Chief Executive confirmed that the Place Shaping Manager has been in contact with Central Bedfordshire Council to investigate solutions and is also working with the Deputy Public Realm Manager who has experience working with this.

**Item 9a – Drove Road Cemetery works:** Cllr Pullinger has not yet seen the 2019 condition survey and wondered if this would be circulated to Members. The Town Clerk & Chief Executive confirmed it would be sent imminently. Cllr Pullinger also asked if there was an update on the Drove Road Cemetery works and the Town Clerk & Chief Executive reiterated this is being progressed but there is no update at present.

9. **PLANNING APPLICATIONS**

- a. **CB/21/02121/VOC - Vacant Plot Road South off Pegasus Drive, adjacent to the rear (northeast) of Unit 6 Montgomery Way, Biggleswade SG18 8UB**

Variation of condition number 9 of planning permission CB/18/01561/FULL (Erection of Industrial Warehouse Building) To incorporate a triangular parcel of land to the southeast into the development.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

- b. **CB/21/02168/FULL - Land to North of Lindsell's level crossing, Biggleswade, SG18 0AD**

Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.

Cllr Bond declared a Pecuniary Interest in this item but updated Members on the history of this matter. At this point, he left the meeting for the duration of this item.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application, subject to a strong recommendation for planning conditions around landscaping to minimise the visual impact. The Town Council would like to be consulted proactively on the discharge of condition.

c. **CB/21/01934/FULL - Land off Drove Road, Adjacent to 1 Drove Road, Biggleswade, SG18 8HD**

Cllr Bond re-joined the meeting at this point.

Proposed 6 no. new dwellings with associated car parking, access road and amenity space.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application, provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. It is to be noted that the Town Council is concerned about the access disrupting an existing bus stop on the west side of Drove Road – the Town Council asks that this is not lost in the event of new development. If an alternative location is required, the suggestion is the move the bus stop about 100 metres north.

d. **CB/21/01960/FULL - 19 South View, Biggleswade, SG18 8BZ**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

e. **CB/21/01919/FULL - 19 Drove Road, Biggleswade, SG18 8HD**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

f. **CB/21/01943/FULL - 14 Compton Mead, Biggleswade, SG18 8LW**

Proposed two storey extension to the rear.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

g. **CB/21/01855/FULL - 12 Pople Road, Biggleswade, SG18 8GJ**

Conversion of garage to home office and 1.5 side extension for home office and Gym.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations and that the raised patio at the front of the property be removed to accommodate a second parking space as shown on the plans.

h. **CB/21/02043/FULL - 2 Hunt Road, Biggleswade, SG18 8JZ**

Conversion of garage to habitable room, with new rooflights to the rear. New obscured window to first floor west side.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

i. **CB/21/00978/FULL - 1 Holly Close, Biggleswade, SG18 0HX**

Two storey side and rear extension following the demolition of the existing garage.

Amendments to this application in respect of the above property. Revised Floor Plans and Elevations received - Plan No: DM-2103-PL150 B, DM-2103-PL250 C, DM-2103-PL215 B, DM-2103-PL205 B, DM-2103-PL201 C.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

j. **CB/21/01723/FULL - 1 Bunyan Road, Biggleswade, SG18 8QQ**

Single storey front extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

k. **CB/21/01744/FULL - Quine Stoneworks,3 Potton Road, Biggleswade, SG18 0DU**

Workshop extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. The Town Council wishes to stress the need to consult with neighbours as there is potential for future noise disruption.

l. **CB/TCA/21/00203 – Works to trees 5 Chapel Fields, Biggleswade, SG18 0ND**

Works to trees in a Conservation Area: fell tree to rear garden.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

m. **CB/TCA/21/00250 – Works to trees Land both sides Recreation Ground, Ickwell Green, Ickwell, Biggleswade SG18 9EE**

Works to trees in a conservation area - Ickwell Green-T1 Common lime. Remove deadwood, T2 Small leafed lime –Remove deadwood.

It was **RESOLVED** that the Town Council has **NO COMMENT** to this application.

n. **CB/EN/20/0509 - Planning appeal 26A High Street, Biggleswade, SG18 0JL**

Alleged breach: Installation of uPVC replacement windows, changes to dormer cheeks and removal of chimney.

It was **RESOLVED** that the Town Council **AGREES** with Central Bedfordshire's decision to enforce the alleged breach.

o. **CB/21/02315/RD - Railway Station, Station Road, Biggleswade, SG18 8AL**

Railway determination: Installation of a new ramp, footbridge and lifts at Biggleswade Railway Station.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application but would like to see planning conditions ensuring new gates on the existing bridge are always open during operational times.

The Town Council welcomes the new access as a much-needed addition to the railway station.

p. **CB/21/01403/REG3 - Railway Station, Station Road, Biggleswade, SG18 8AL**

Creation of transport interchange and associated infrastructure; uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.

The full details of the application were only received by Councillors on the day of the Council meeting therefore it was **RESOLVED** that the Town Council continues to have a **HOLDING OBJECTION** to this application.

The Town Council would welcome the opportunity to comment in full once the planning portal is updated with the latest designs - if the consultation date can be extended then this would be welcomed.

The Town Council made the following comments:

1. More detail is needed on the bus routes and the plans for bus standing;
2. The new bus shelters are welcomed but Town Council would like to consider the elevations;
3. More detail is needed on the width of the junction between Station Road and Palace Street as the build out looks to make turning in to Palace Street very difficult and may restrict the size of vehicles which can use Station Road.

**10. ACCOUNTS**

Members received the following accounts:

- i. Detailed Balance Sheet to 31/03/2021.
- ii. Summary Income and Expenditure by Committee 31/03/2021.
- iii. Detailed Income and Expenditure by Committee 31/03/2021.
- iv. Lloyds Bank Payment listing for March 2021.

The Accounts as listed were **ADOPTED**.

Cllr Strachan requested information be provided in each listing for what the money is being spent on. The Town Clerk & Chief Executive advised there is a meeting on 10<sup>th</sup> June 2021 to discuss the draft Finance Review, which will then be submitted to the F&GP Committee on 15<sup>th</sup> June 2021, and subsequently to the next Council meeting on 29<sup>th</sup> June 2021. This is one of the many recommendations from that report that will be addressed.

## 11. ITEMS FOR CONSIDERATION

### a. Grant application - Citizens Advice Mid Bedfordshire

The Town Clerk & Chief Executive advised he had reviewed the Grant Application Policy from 2016. On page 2 it does give the Committee the opportunity to consider grant applications outside of the normal grant application cycle. The Town Clerk & Chief Executive also reviewed the spending in relation to grants and advised there is still an available budget of £7,700.

Cllr Knight recommended the Policy should be amended to allow relevant interested parties the opportunity to apply for grants outside of the advertised process in the event of exceptional circumstances.

Cllr Woodhead suggested it would be useful to have Mid Bedfordshire Citizens Advice present to Council on the work that they do within Biggleswade. He is interested to see what Citizens Advice and the Community Agent deal with, and what crossover they may have.

It was **RESOLVED** that the Town Council write back to Citizens Advice Bureau thanking them for their letter and inviting them to apply for a grant application in the next grant application cycle.

### b. East West Rail

This consultation is around station locations and the preferred routes. Members debated the preferred routes submitted in a previous consultation round and the effects of this choice on future housing developments and the potential siting of new stations in the area.

It was **RESOLVED** to make no comment.

### c. New Bidding Round - Community Assets Grant

Members received correspondence relating to the guidance for application for the Community Assets Grant Scheme funding. The deadline is 1 July with £200,000 available for match funding. The Town Clerk & Chief Executive advised there are a number of projects that are being put forward, with one being investment in upgrading play areas within the community.

It was **RESOLVED** that this matter would be referred to the next PLOS Committee Meeting on 8<sup>th</sup> June 2021 for consultation on projects these funds should be used for.

### d. Queens Award for Voluntary Service

Helen Nellis, HM Lord Lieutenant of Bedfordshire, is looking for nominations for volunteer groups for the Queen's Award for Voluntary Service. The deadline for nominations is 15 September 2021.

It was **RESOLVED** that this be added to a future Town Council Agenda under exempt to identify and nominate voluntary organisations for these awards.

### e. Additional Signatory

It was **RESOLVED** to add Cllr R Pullinger as an additional signatory on the banking records and to leave Cllr Bond on the list of approved signatories.

Cllr Knight asked if there was a policy about who signatories are and recommended that one should be in place.

**12. ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

The report was **NOTED**.

b. **Grants 2021-22 Autism Bedfordshire**

The letter was **NOTED**.

c. **OPCC Newsletters**

The correspondence has been **NOTED**.

d. **Grants 2021-22**

The letters from BigglesFM and Ivel Sprinter were **NOTED**.

**13. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

None.

**14. EXEMPT ITEMS**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.

None.

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.